

LUCAS COUNTY WORKFORCE DEVELOPMENT AGENCY (LCWDA)
INTERIM POLICY FOR CREDENTIALING FOR TRAINING ACTIVITIES

All training activities must result in a Credential for the trainees. To qualify for a Credential, the following guidelines must be met:

1. The skills attained must be clearly outlined and documented in the customer's file.
2. The number of hour necessary to attain the skills must be specified and documented in the customer's file.
3. The proficiency level required must be clearly stated at a minimum of eighty percent 80% and the criteria to obtain that proficiency and documented in the customer's file.
4. The trainer must certify that the trainee has reached a minimum of eighty percent (80%) of the requirements, by providing a signed certificate stating that the trainee has met the above specifications by a qualified staff personnel who can verify the trainee has met the criteria. The signed certificate must be retained in the customer's file.
5. For Individualized Training Accounts a credential is defined as: a.) Certificate of Completion designating the skills mastered, b.) An Associates or Bachelor's Degree, c.) A competency or skill that is recognized by the business community, d.) a training regimen that provides individuals with additional skills or competencies generally recognized by employers. The credential should be documented in the customer's file along with the plan of study or training outline.